



Development Coordinator

Organization: Chabad on Campus International

Location: Brooklyn, NY

Position Type: Full-time

About Chabad on Campus International (COCI):

Chabad on Campus International supports and strengthens over 360 Chabad Houses serving 890+ campuses worldwide, advancing vibrant Jewish life and learning for college students. In partnership with campus Shluchim, COCI works to ensure every Jewish student can deepen their connection to Jewish identity, learning, and community. Based in Brooklyn, NY, COCI has a team of 40+ professionals and an annual operating budget of \$20M.

Position Overview

Chabad on Campus International (COCI) is seeking a Development Coordinator to play a key role in supporting the development department's fundraising operations. This role is responsible for managing the donor database, processing gifts, coordinating donor acknowledgments, and supporting reporting and administrative functions essential to successful fundraising.

The ideal candidate has 1-2 years of administrative experience, strong written and verbal communication skills, is highly organized and detail-oriented, and comfortable working across teams.

Position Responsibilities

- **Donor Database Management:** Manage and maintain the accuracy of the donor database, identifying, troubleshooting, and ensuring up-to-date donor information.
- **Recordkeeping:** Ensure that all recordkeeping is accurate and timely with respect to donations, pledges, payments, reports, acknowledgments, and related stewardship.
- **Database Utilization:** Effectively utilize the donor tracking database through accurate entry, advanced reports, and integrated communication options.
- **Donor Acknowledgment:** Ensure that all donors receive proper acknowledgment for their contributions and timely receipt distribution.
- **Inventory & Administrative Support:** Maintain supplies inventory and assist with administrative tasks for the department.



- **Grant & Major Gifts Reporting:** Assist the VP of Development with reporting and acknowledgment for grants and major gifts.
- **Executive Task Support:**
 - Provide general executive support to fundraisers, ensuring that administrative tasks are completed efficiently and on schedule.
 - As needed, assist with preparation for meetings, presentations, and other high-level tasks.
- **Monthly Reporting to Finance:** Prepare monthly reports to the finance department detailing donations, pledges, payments, and other financial information related to donor activity.
- **Internal Live Tracker & Data Maintenance:** Maintain and update the internal live tracker to ensure data integrity for reporting.

Knowledge, Skills, and Experience

- 1-2 years of administrator experience
- Great written and verbal communication skills
- High level of attention to detail and strong organizational skills
- Ability to manage multiple tasks and meet deadlines
- Comfortable handling confidential information
- Software and systems skills; fluent in Google Suites
- Organized, methodical, detail-oriented

Benefits

- Generous paid time off schedule
- Paid training
- Health insurance
- Flexible spending accounts
- Paid parental and family leave
- Bereavement leave
- Short-term and long-term disability coverage

Compensation: \$45,000 to \$60,000, depending on experience.

Apply

Please click [here](#) to submit your cover letter, resume, and salary expectations.

We look forward to achieving great things together!